

U.S. Rural electrification administration.
Office of personnel.
Office customs and proceedings with Civil
Service regulations.

RURAL ELECTRIFICATION ADMINISTRATION
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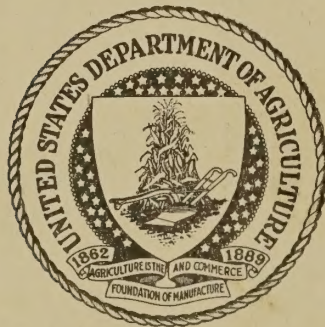
OFFICE CUSTOMS
AND
PROCEDURES
WITH
CIVIL SERVICE REGULATIONS

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FOREWORD

The first edition of this manual carried a "Message to REA Employees" from Morris L. Cooke, the former Administrator, in which he said:

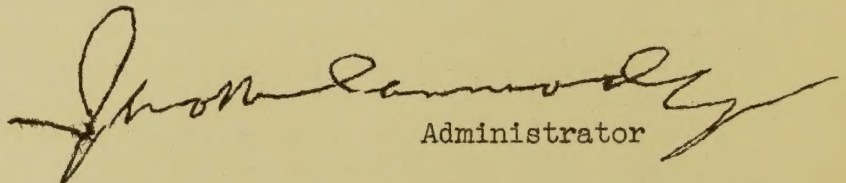
"We welcome you to REA. You are a member of the staff, with individual and joint responsibility for the execution of the federal rural electrification program.

"Ours is not a routine assignment. We have a specific job to perform and we intend to do it well, i.e., to carry electricity to the largest possible number of farms and farm homes now without such service. I ask you to represent our group effectively in a personal effort to carry on our work according to the highest standards of public and private conduct.

"The total effort in any undertaking is always the sum of the individual efforts. This applies not only to our actual accomplishment, but also to the ethical level on which our work is performed.

"You are among friends."

On behalf of the program of the Rural Electrification Administration which we are carrying forward, it is my sincere hope that every member of the staff will strive to achieve these aims and ideals in his daily work.


Administrator

PREFACE

A thorough knowledge of his organization as a whole and of the procedures followed in the operation of his office is helpful to an employee in performing his duties. As an aid to acquiring this knowledge, the procedures and customs of REA are outlined in this manual.

Many of these procedures are fixed as part of the general Government routine; they have been established for the Federal Government as a whole, rather than for any particular agency. The scope of governmental activities is so vast that great flexibility in these procedures is not possible. When our own organizational procedures change, as they do from time to time, members of the staff are notified.

We should like to have your suggestions for increasing the effectiveness of this booklet. Please give them to your Supervisor or to the Personnel Office. The Personnel Office will be glad to answer any questions concerning information contained in the Manual.

PART I

OFFICE CUSTOMS AND PROCEDURES

A. ORGANIZATION -- HOURS -- LEAVE -- PAYMENT

REA OFFICES

It has been necessary for REA to acquire offices at several different locations in Washington, all in the Northwest district:

2000 Massachusetts Avenue (headquarters)

The Investment Building at 15th and K Streets

1518 K Street

1437 K Street

1730 L Street

The location and telephone extensions of staff members may be found in the REA directory in each office.

REA does not maintain offices outside of Washington.

REA ORGANIZATION

The nine administrative divisions of the organization, arranged alphabetically, are:

Administration

Engineering and Operations

Examining

Finance

Information & Research

Legal

Management

Utilization

OFFICE HOURS

Hours

Office hours, unless otherwise specifically ordered, are from 8:30 a.m. until 4:15 p.m. (with three-quarters of an hour for lunch), except on Saturday, when they are from 8:30 a.m. to 12:30 p.m. (with no time off for lunch). This means a seven-hour day, with four hours on Saturday, amounting to a thirty-nine-hour week. The offices are officially closed on Sundays and legal holidays.

Overtime

It is the policy of REA to have the office work planned so that overtime will not be necessary. There can be no pay for overtime. Without advance approval of the Administrator, not more than 15 minutes a day overtime may be spent by anyone in a CU grade, CAF 1-2-3, or SP 1-2-3-4. Without advance approval of the Division Head, no overtime in excess of one-half hour in any one day or two hours in any one week may be put in by other members of the staff, except Division and Section Heads and a few specified individuals.

Tardiness

Excessive tardiness will be considered in connection with proposed assignments and service ratings. Annual leave must be taken to cover absence from work caused by tardiness.

Lunch Period

The lunch period is forty-five minutes, and it should take place between the hours of 12 noon and 1:30 p.m. Lunch periods are usually staggered so that all members of a unit will not be absent at the same time.

Rest Periods

Rest periods of 10 minutes in the morning and 15 minutes in the afternoon are arranged by the various Division or Section Heads for those employees in Grade CAF-3 and under, SP-4 and under, and in Grade CU-3 and under. Only truck drivers, at the discretion of the Supervisor, may consolidate the two rest periods into one during their longest unbroken tour of duty.

Entrance to Office After Working Hours

Properly authorized staff members may be admitted to the offices after office hours by the guard on duty. They must sign the register and note the time of entrance and of departure. Indefinite passes, or authorization for entrance to the building on a specified day, may be arranged through the office of the Executive Assistant to the Administrator. It is necessary to get the key from the Office and Building Services Section to enter offices in the Investment Building after hours.

LEAVE REGULATIONS

Annual Leave

Annual leave is vacation with full pay.

All employees except those on temporary appointment earn annual leave at the rate of $2\frac{1}{6}$ days a month, which amounts to 26 days a year, exclusive of Saturday afternoons, Sundays, and holidays.

Annual leave may be accumulated to sixty days credit exclusive of the current year. It may be taken after it is earned from a 15 minute unit to the accumulated total. Taking annual leave is always subject to the approval of the Supervisor, who must consider the efficient conduct of the office.

Request for advanced leave must be approved by the Supervisor, the Division Head, and the Personnel Officer. Leave may not be advanced under any circumstances before a year in the government service has been completed.

If an employee leaves the government service, his salary continues through the time of his accrued annual leave. Leave is transferred in cases of employees' transfer to another government agency. If an employee dies while working for the government, his estate is not paid for his unused accumulated leave.

Temporary employees earn annual leave at the rate of $2\frac{1}{2}$ days for each full month of service. No leave is earned for fractions of a month. Saturday counts as a full day when taken on leave, and Sunday counts as leave for temporary employees when the time they take off encompasses a week-end. For example, a temporary employee who takes leave on Saturday and the following Monday is taking three days annual leave. A temporary employee who takes leave the day before a holiday and the day after must count all of the days of the holiday period in his leave.

Sick Leave

All employees earn sick leave at the rate of $1\frac{1}{4}$ days a month. Sick leave is cumulative to 90 days. It is granted when an employee certifies that he was sick and unable to attend to official duties. An employee who is unable to report because of illness must be sure to inform his supervisor immediately and to fill out a leave slip on his return.

All sick leave requests of more than three consecutive days and all requests after 12 days have been taken in any one calendar year must be supported by a doctor's certificate.

When illness continues beyond the period covered by accrued sick leave, a maximum of 30 days may be advanced if warranted, but only when certified by the attending doctor. Advanced sick leave is not allowable under any circumstances if the employee has not completed a year of government service.

The minimum charge for sick leave is one-half day. If sick leave encompasses a week-end, Saturday and Sunday are charged as two days leave.

Request for Leave of Absence

All requests for leave of absence should be made on the Application for Leave slip, Form MA-30. A request must be approved by the Head of the Section or Division in which the applicant is employed and forwarded to the Personnel Section. Except in cases of emergency, application for leave must be made and approved in advance.

When a person to whom leave has been granted returns to duty before the expiration of his leave, he should immediately request the Personnel Section through the Section Head for credit for the time approved but not taken.

Leave Without Pay

Leave without pay may be granted only after all accrued annual leave has been exhausted, and then only with the approval of the Division Head and the Personnel Officer.

Military Leave

Military leave may be granted if the employee may conveniently be released from office duty. Requests must have the approval of the Division head and the Personnel Officer. The granting of military leave is not obligatory, but is at the discretion of the organization.

Court Leave

If one is called as a witness for the Federal Government, the time spent in Court is not charged against annual leave.

Any time taken from the office for appearance in Court for the District Government, a private concern, or an individual must be charged against annual leave.

Leave for Examinations

Time taken from the office to take non-competitive or promotional examinations is not charged against annual leave.

PAYMENT OF SALARY

Salary checks are delivered to employees on the 15th and last day of each month, unless one of these days falls on Sunday or a holiday, when checks are delivered on the following working day.

If an employee is absent the day the checks are distributed, his check will be returned to the Office of the Payroll Clerk and held there until he calls for it.

Employees having field headquarters should inform the Personnel Section where they wish to have their checks sent. Field employees may execute a Power of Attorney to have checks deposited for them or to authorize another person to accept and cash the checks.

TRAVEL REGULATIONS

Before a staff member may travel officially for REA, a Request for Travel, Form MA-26R, is sent by his Division Head to the Travel Bureau. This should be done at least two days before the date of the traveler's departure. The Travel Bureau will then issue the travel order, transportation requests (if needed), proper identification cards, etc.

Promptly upon return to headquarters, or semi-monthly if he remains in the field, the traveler must make a report to the Travel Bureau so that the voucher on which he receives his reimbursement may be prepared and executed.

Regulations as set forth in Standardized Government Travel Regulations must be followed. A traveler should not leave Washington before conferring with the Travel Bureau.

Travel in Washington, D. C.

Street-car tokens for official city transportation are issued by the Chief, Office and Building Services Section and by the Travel Bureau, where a record is kept. There is no reimbursement for taxi fares.

CHANGE IN ADDRESS

Staff members are requested to inform the Personnel Section promptly of any changes in home address or telephone number. A file is kept in the Personnel Office and by the Guard at 2000 Massachusetts, where staff members may obtain this information.

B. CORRESPONDENCE -- FILES -- STENOGRAPHIC WORK

CORRESPONDENCE

Stenographic Manual

The REA Manual of Instructions for stenographers and typists should be used as a guide.

Incoming Mail

All incoming mail is received by the Correspondence Unit of the Correspondence Section. Official mail is opened, sorted, and acknowledged or routed to the proper office. Personal mail should not be addressed to the office.

Outgoing Mail

Outgoing mail should be sent to the Mail Room periodically during office hours, so that there will not be a sudden accumulation at the end of the day. Should correspondents find it necessary to dispatch letters after office hours, they should take care to send carbon copies to the Files the following working day with notation of the date of dispatch.

Acknowledgment of Correspondence

Replies to all telegrams and letters of complaint should be dispatched within two working days from receipt in the office. All other correspondence which requires a reply should be answered within four working days following receipt.

When communications require attention from more than one office, the first or most urgent inquiry should be taken care of and then the original letter, plus the carbon copy of the partial reply, should be sent immediately to the next office involved.

When a full reply to correspondence must be postponed, an explanatory acknowledgment should be mailed within two days from its receipt.

Any notations made on correspondence should show the date and the initials of the person making them.

Personal Mail and Postage

The Receptionist at 2000 Massachusetts Avenue and the Office and Building Services office in the Investment Building will be glad to sell postage stamps to members of the organization.

Telegrams

Incoming telegrams are delivered to the Correspondence Unit where they are opened and routed.

Outgoing telegrams should be as brief as possible, and should be sent to the Office and Building Services Section for dispatching.

Telegrams should be signed "Rural Electrification Administration" followed by the signature of the writer except to members of staff when "REA" is not included. The title of the writer should be omitted in order to avoid the extra charge.

FILES

General

The Central Files contain all incoming correspondence and data, and copies of outgoing correspondence and data belonging to REA.

Requests for files should be made to the information desk in Central Files. Notice of transfer of files to any other office should be noted promptly on the attached transfer slips and sent to the Unit so that material may always be located quickly.

Personnel Files

Personnel files of staff members are in the custody of the Personnel Officer. Employees' files are available only to the division or section heads concerned.

STENOGRAPHIC AND TYPING ASSISTANCE

Requests for stenographic or typing assistance may be made to the Supervisor of the Stenographic Unit. They will be filled in the order of receipt or of urgency. Dictaphone service is available. Those who do not have a dictaphone and would like to use this method of dictation should make arrangements with the Chief of the Correspondence Section.

C. OFFICE SERVICES -- SUPPLIES -- TELEPHONE

OFFICE AND BUILDING SERVICES

The Office and Building Services Section is responsible for the receipt and dispatch of mail, messenger service, laborers, maintenance and cleaning of buildings, duplicating work, and trucks.

Messenger and Truck Service

Inter-office messenger service is scheduled at 30 minutes intervals and is synchronized with truck service between the headquarters building and the Investment Building.

The truck leaves 2000 Massachusetts Avenue at 8:40 in the morning and every half hour following until 3:40 in the afternoon except for the 12:10 trip, which is omitted. The last trip for the truck each week-day is at 3:40 p.m.; on Saturday the final trip is at 12:10 p.m. Although the primary purpose of this service is to carry inter-office mail and supplies, a few passengers may be transported. The schedule is maintained rigorously.

Special messenger service may be secured through the Office and Building Services Section.

All messenger service is designed for official business only. Messengers have been instructed to make no personal trips, however trivial. Payment by the government to Western Union and Postal Telegraph messengers for special trips about the city is prohibited by law.

Duplicating Work

Requisitions requesting routing material issued by the Information Division, blueprinting and photostating, and duplicating done by the hectograph method should be sent to the Office and Building Services Section.

All other requisitions for duplicating work, covering both original material and reprints, should be routed directly to the Methods and Systems Section.

Forms

A stock record control of forms is maintained by the Methods and Systems Section so that forms may be reordered. Forms are stocked at the request of the Division placing the original order. Form MF-43 should be used to requisition quantities required and forwarded directly to the Methods and Systems Section.

Closing Offices

Occupants of offices are responsible upon departure for closing the windows, turning out the lights, and shutting off the electric fans. At 2000 Massachusetts Avenue, Annex A, and 1518 K Street, where the entire building above the ground floor is occupied by the Government, it is not necessary for members of the staff to lock their offices. In the Investment Building, however, employees are responsible for seeing that the corridor doors are properly locked before leaving for the day.

OFFICE SUPPLIES AND EQUIPMENT

Supplies

A schedule of stock items has been furnished each Section Head. Supplies should be ordered by schedule number on requisition form MF-43, filled out in duplicate. Messengers will pick up the requisitions and deliver the supplies.

Equipment

Requests for office equipment or articles not in stock should be made on form 53-R addressed to the Purchasing Clerk. A full description should be furnished, so that correct selection may be made at once. Items ordered from the General Schedule of Supplies may be slow in arriving, since firms under contract are given a specified time during which they may make delivery.

Equipment Borrowed from Vendors

It is requested that offices do not retain equipment being used on approval for longer than one week, irrespective of the willingness of vendors to leave it longer. This request is made in order to preclude any criticism of REA for possible misunderstandings as to the proper date for return of the borrowed articles.

PUBLICITY MATERIAL

REA publications for office use or for distribution in small quantities may be secured from the Publications Section. Arrangements may be made with that section for mailing the material.

TELEPHONE SERVICE

The hours observed at the Federal Housing Administration switchboard, which serves all REA offices, are 8:00 a.m. to 12:00 midnight every day including Sunday. The number is District 1525.

All telephones are of the automatic dial type. Instructions in the use of these dial phones will be found in the front of the telephone directory.

Official long distance calls will be placed by the REA operators.

The REA switchboard is for official use only. Pay stations have been installed in the corridors for the convenience of staff members for personal telephone calls.

D. FACILITIES AVAILABLE TO EMPLOYEES

FIRST AID

A First Aid Room is located in Room 1109 of the Investment Building. A Registered Nurse is in charge and she will be glad to treat any injuries or slight ailments. In case of emergency she will call in a physician from the United States Public Health Service.

Any injuries received in the performance of duty should be promptly reported to the Nurse so that if necessary, arrangements may be made for the care of the employee according to the provisions of the Employees' Compensation Commission.

HOSPITAL AND MEDICAL INSURANCE

Employees of the REA are eligible for participation in the Group Hospitalization and Group Health plans which provide for hospital and medical care at a reduced rate. Opportunity for membership is offered at stipulated intervals. The Nurse will be glad to furnish detailed information.

CREDIT UNION

A Credit Union has been formed in the organization to provide saving and credit facilities for staff members.

Shares are valued at \$5.00 and deposits toward the purchase of shares can be made in amounts as small as twenty-five cents. For the convenience of its members, the Credit Union has made arrangements with various persons in the organization to accept these deposits. The names of the persons accepting deposits, and detailed information concerning the Credit Union itself, may be learned by calling the Secretary of the Board of Directors.

ATHLETIC ASSOCIATION

The REA Athletic Association is an employee organization whose purpose is to provide its members with recreational facilities. Membership is open to all the employees of REA and dues are \$1.00 a year. Activities range from bowling and basketball to square-dancing and dramatics. Further information may be obtained from the secretary of the association.

EMPLOYEES' UNION

There is an organized labor union among employees in REA, Local No. 6 of the United Federal Workers of America, which is affiliated with the C.I.O. Further information may be obtained from the secretary of the union.

LIBRARY

A library has been established for the custody of all books and publications belonging to REA, except for legal publications and data. The general library is located in Rooms 1026 and 1030 of the Investment Building, and the law library is located on the second floor of the K Street Building. Members of the staff are requested to turn over

to the Librarian for cataloguing all publications which are of general interest and to leave them in the library unless currently needed.

A suggested reading list selected from publications in the REA library is included in the following two pages for the use of staff members.

IN-SERVICE TRAINING

Training courses are provided from time to time for REA staff members. Information concerning current courses may be obtained from the Personnel Office. The primary purpose of training is to increase the efficiency of the organization through increasing the efficiency of the individual staff members.

E. SUGGESTED READING LIST FOR REA STAFF

Biography

Benjamin Franklin. Carl Van Doren.
Integrity. (Senator George W. Norris) R. L. Neuberger and
S. B. Kahn.

Cooperation

Consumer Cooperation in America. B. B. Fowler.
Co-op. Upton Sinclair.
Cooperative Democracy. J. B. Warbasse.
Cooperative Enterprise. Jacob Baker.
The Decline and Rise of the Consumer. H. M. Kallen.
Fundamentals of Consumer Cooperation. V. S. Alanne.
Report of the Inquiry on Cooperative Enterprise in Europe.
Sweden; the Middle Way. Marquis Childs.

Power Problems

Confessions of the Power Trust. C. D. Thompson.
The Economic Consequences of Power Production. Fred Henderson.
Economics of Public Utilities. L. R. Nash.
Electricity: for Use or for Profit? Bernhard Ostrolenk.
Living Together in a Power Age. S. S. Wyer.
Power Control. H. S. Raushenbush and H. W. Laidler.
Power Ethics. Jack Levin.
Power Fight. Stephen Raushenbush.
The Promise of Power. Stuart Chase.
Pyramids of Power. M. L. Ramsay.

Report on Cost of Distribution of Electricity. Power Authority
of the State of New York.
The Valuation and Regulation of Public Utilities. J. H. Gray
and Jack Levin.
What Electricity Costs. M. L. Cooke, ed.

Miscellaneous

The Art of Thinking. Ernest Dimmet.
Going to Make a Speech? E. St. E. Lewis
Government by Merit. Lucius Wilmerding, jr.
How to Live. Arnold Bennett.
How to Win Friends and Influence People. Dale Carnegie.
Manners in Business. E. G. MacGibbon.
The Problems of a Changing Population. National Resources
Committee.
Public Service and Special Training. Lewis Meriam.
Recent Social Trends in the United States. President's Research
Committee on Social Trends.
Technological Trends and National Policy. National Resources
Committee.
Training for the Public Service. M. B. Lambie, ed.
Wake Up and Live. Dorothea Brande.
What We Live By. Ernest Dimmet.
The Writer's Index of Good Form and Good English. J. M. Manly
and Edith Rickert.

GENERAL ORDER NO. 111 of March 14, 1939

F. PLAN FOR SALARY INCREASES FOR EMPLOYEES WITHIN THE CLASSIFIED SERVICE

I INTRODUCTION

This Order is for the purpose of establishing a Uniform Service Rating and Salary Plan for employees of the Rural Electrification Administration within the classified service, including a plan of salary increases within certain individual grades, but it shall not affect either the promotion policy from grade to grade or the responsibility of the Administrator to initiate salary increases on occasion at his own disposition. This Order is subject to revision only upon order of the Administrator, but may be affected by legislation, executive orders, rules and regulations of the United States Civil Service Commission and decisions of the Comptroller General.

II

DEFINITIONS

The following terms, as used in this Order, shall mean:

"Salaried employees"--all employees on a full time basis who possess Civil Service status, including all employees in classified positions who have not been granted full Civil Service status but who were in the organization before October 15, 1936, in positions which upon that date came under the authority of the United States Civil Service Commission.

"Three months of continuous service"--three months of service without interruption other than that occasioned by the granting of annual, sick, or military leave; provided, that leave without pay of 15 days or less shall not be considered as an interruption in service.

"Locked grade"--a grade in which the average salary of all REA employees is at or above the middle salary for that grade.

"Eligibility list"--the list of employees eligible for salary increases, prepared from the May 15 regular service rating reports, together with such interim reports as may be made.

"Regular service rating report"--a report of ratings made as of May 15 of each year by the appropriate supervisory officers for each employee on United States Civil Service Commission Forms 3200-1.

"Interim service rating report"--a report of rating made by the appropriate supervisory officers of certain employees after the regular May 15 report.

III

RATING OF SERVICES

The services of all salaried employees except those occupying positions in Grade 6 and above of the Professional Service, and Grade 13 and above of the CAF Service, shall be rated by their appropriate supervisory officers as of May 15 in each year.

The services of those employees who enter the organization after the May 15 regular service rating or not eligible for increase from the May 15 regular service rating because the three months service period within the organization had not been completed shall be given an interim rating at the end of their probationary period, or if they already possess full Civil Service status, at the end of three months service with the organization.

IV ELIGIBILITY

To be eligible for salary increase, an employee must:

1. Have satisfactorily completed such probationary period as is required by the United States Civil Service Commission
2. Have served within the organization at the same grade for three months of continuous service preceding the making of the regular service rating reports, except as hereinafter otherwise provided
3. Have received a rating of "Excellent", "Very Good", or "Good" on the regular service rating report.

V ELIGIBILITY LIST

An Eligibility List based on the regular service rating reports shall be prepared as soon after May 15 in each year as shall be practicable, and shall immediately upon preparation supplant the list used from the ratings made the previous May 15. All employees possessing eligibility for salary increase shall be placed on the eligibility list in the following order:

1. Eligible employees rated as "Excellent" or "Very Good" listed in order according to the length of time since the last pay increase, either made through administrative increase or change in classification
2. Eligible employees rated as "Good" listed in order according to the length of time since the last pay increase, either made through administrative increase or change in classification

The names of employees from time to time receiving interim service ratings shall be added to the Eligibility List in the respective positions to which they would have been entitled had such ratings been made at the time of the regular service ratings on the basis of which such Eligibility List was prepared.

The date of entrance on duty shall be the controlling date in placing on the Eligibility List the names of those employees who have neither received an administrative increase nor a change in classification.

As between two or more employees who received their last pay increase on the same date, priority on the Eligibility List shall be determined by the length of service of those employees within the organization.

VI

SALARY INCREASES FROM THE ELIGIBILITY LIST

Increases shall be granted to employees on the Eligibility List in the order in which they shall be listed thereon when and to the extent that funds become available, subject to the following limitations:

1. Employees receiving a service rating of "Excellent" or "Very Good" may be granted salary increases only within the legal salary range of the grade.
2. Employees receiving a service rating of "Good" shall be eligible for salary increases up to but not beyond the middle salary of the grade in which they are classified.
3. Salary increases granted to employees on the Eligibility List shall be limited to an aggregate of one step per year of service in the grade, as shown on the attached schedule for the grade, unless otherwise provided for herein.
4. Employees who have received more than a one step administrative salary increase for each year in the grade shall not be eligible for further increase until the year following such time as the salary increases given to the employee average a one step increase for each year of service within the grade.
5. Employees in a locked grade are ineligible for salary increases until the grade becomes unlocked. When it unlocks, their names shall be placed on the Eligibility List according to the rank that they would have commanded at the time the List was originally set up if their grade had not been locked. However, in all cases they shall be subject to Paragraph IV and Paragraph V.
6. If a locked grade has precluded a salary increase in accordance with Paragraph V for one year or more, the names of those affected shall be placed at the top of the Eligibility List when that grade

shall become unlocked. Priority as between such employees shall be as prescribed in Paragraph V.

7. Employees in a grade which has been locked for one year or more shall be given consideration for salary increase of more than one step when that grade becomes unlocked.

VII DEMOTION AND DISMISSAL

An employee who receives a rating of "Fair" on the regular service rating report shall be reduced one salary step if his salary is above the middle salary of the grade.

An employee who receives a rating of "Unsatisfactory" on the regular service rating report shall be demoted to a position in a lower grade or, if an appropriate position in a lower grade is not available, shall be dismissed from the organization.

VIII POSITIONS IN THE HIGHER CLASSIFICATION GRADES

Employees occupying positions in Grade 6 and above of the Professional Service and Grade 13 and above of the CAF Service may be recommended to the Administrator for salary increases after not less than three months service within the organization.

IX BOARD OF REVIEW

A Board of Review composed of three members of the organization shall be appointed by the Administrator to serve as a Board to review ratings and adjudicate complaints in respect of ratings or matters pertaining to the functioning of this Order. Complaints that may arise under these regulations which are not satisfactorily adjusted by the Personnel Officer shall be referred to this Board of Review and the recommendation of the Board of Review shall be transmitted to the Administrator for his decision.

X

GENERAL

This Order shall be effective as of today, but no salary increases shall be made in accordance with the provisions of this Order until the May 15, 1939 service ratings have been prepared. All salary increases made after the May 15, 1939 service ratings have been prepared shall be made in accordance with the provisions of this Order.

John M. Carmody
Administrator

PART II

CIVIL SERVICE REGULATIONS

Certain of the Civil Service Regulations will be changed as different parts of Executive Order No. 7916 become effective. Staff members will be informed of such changes.

A. RECRUITMENT

REA is a Civil Service agency. Consequently, all employees except lawyers, engineers and experts -- who are specifically exempted from recruitment through Civil Service by the REA Act of 1936 -- are employed according to Civil Service rules. Positions are filled by recruitment from competitive registers, (probational or temporary), by transfer, by reinstatement, and by promotion.

REA has always maintained the policy of filling vacancies by promotion of its own staff members whenever properly qualified employees are available.

When a vacancy occurs, a personnel bulletin distributed to all staff members announces the title, grade, salary, and duties. Applicants who have the necessary qualifications are considered by the Personnel Office and the office where the vacancy occurs. If a staff member is selected and passes such non-competitive examination as the Commission may require, he is placed on the job for a period sufficient to establish his fitness for permanent assignment. If the job cannot be adequately filled by promotion, recruitment is made from outside the organization.

Open Competitive Probational Registers

An employee may be hired when his name has been certified to REA by the Civil Service Commission as eligible for appointment. Eligible registers are set up by the Commission for practically all positions, and contain the names of those persons who have received a grade of 70 or better after the addition of any points granted for veteran and military preference in the examination given by the Commission. The law requires that as nearly as possible the Commission should apportion positions in the federal service at Washington among the states, territories, and the District of Columbia on the basis of population. Each state, territory, and the District has its quota of positions based on population. Consequently, registers of eligibles must be set up not only with regard to the individual's grade but also to his legal residence. A person whose legal residence is a state, territory, or district, which is over its quota in the number of positions allocated to it, is placed upon the eligible register below the names of all persons who pass the examination where legal residence is a state under its allotted quota.

After the quota rule has been taken into consideration, names are placed on the register according to grade received, except that the names of disabled war veterans who have successfully passed the examination are placed at the top of the register. Quota restrictions are waived for any person with military preference.

The order of setting up registers is this:

1. Disabled veterans according to grade
2. Persons from under-quota states, territories, or the District of Columbia according to grade
3. Persons from over-quota states, territories, or the District of Columbia according to grade

Temporary Appointment

When an agency wishes to have additional aid which will not be required for a long period of time, it may recruit temporary employees from registers maintained by the Civil Service Commission. These registers are set up in the same manner as the regular competitive probationary registers, except that the geographical location of the individual is considered as well as the quota restriction. Plainly it would be in most cases undesirable to ask someone far distant from Washington to report for a three months' temporary appointment when someone in a nearby state willing to accept the appointment could be found.

Temporary appointments may be made for a period up to six months, and may be extended only on very rare occasions with the approval of the Civil Service Commission.

Transfer

In order to be eligible for transfer to another government agency, an employee must have successfully completed his probationary period and must have served a minimum of six months in the position from which he desires transfer. The Commission may require the person transferred to pass a non-competitive examination before he is certified for the transfer.

Reinstatement

A former government employee who has successfully completed his probational period in a Civil Service position may be reinstated in

a Civil Service agency if he left the service for reasons other than delinquency, misconduct, or inefficiency. He may be reinstated within one year after his separation if he has been in the service for one year; for two if in the service for two years, and so on to five. Anyone in the service for five years is eligible for reinstatement for life. A former classified appointee entitled to military preference may be reinstated without time limit. An employee seeking reinstatement may be required by the Commission to pass a noncompetitive examination. All service in a federal agency counts toward reinstatement if during any part of it the employee acquires civil service status.

Promotion

In order to be eligible for promotion, a person must have acquired Civil Service status by having successfully completed his probationary period.

Probationary Period

The probationary period for Civil Service employees is one year, unless specifically shortened by action of the Civil Service Commission. The personnel office checks with the employee several times during probation, and ratings are made periodically by the supervisor on the services of the probationer. If the services of an employee are unsatisfactory, appointment may be terminated at any time during the probationary period. A probationary employee is not eligible for transfer, for promotion, or for a raise in salary.

B. POLITICS AND RELIGION

Persons in the Civil Service are forbidden to engage actively in political management or campaigns, or to attempt to influence or interfere with an election. Certain forbidden activities include the wearing of campaign buttons, distributing or displaying campaign stickers, signs, etc., on car windows; running for public office; serving as an officer of or on a committee of any political club. Persons in the Civil Service are permitted to express their own views on political matters privately, and they retain, of course, the privilege of voting.

The political or religious opinions or affiliations of any person in the Civil Service remain his own and must not be disclosed in any application or examination for a Civil Service appointment.

C. REDUCTION OF PERSONNEL

In the event of reduction of personnel, the law requires that this order be followed in any grade where reduction takes place.

1. Temporary employees
2. Probational employees
3. Permanent employees considered in this order:

- a. Employees without veterans' preference
- b. Employees with veterans' preference

In determining the order of removal within any one of these classes, the service rating adjective (excellent, fair, etc.) is translated into a percentage rating, and to that is added two tenths of one point for each full year of Government service for five years, five tenths of one point for each of the next two years, and one point for each year thereafter. Maximum credit for length of service may not exceed ten points. Dependency, official conduct, etc., may be allowed additional credit not to exceed three points.

D. SERVICE RATINGS

The Civil Service Commission requires that service ratings be reported annually. Ratings are first made by the rating officer, who is the employee's immediate supervisor, on either Form 3200 which is used for the Custodial Service, the Sub-Professional Service, and Grades 1-8 of the CAF Service, or on Form 3201, used for the Professional Service and grades 9-12 of the CAF Service. The Reviewing Officer, the next higher official familiar with the employee's work, reviews and may re-rate the scores given by the Rating Officer. Final review is made by a board appointed by the Administrator. Individuals may appeal their rating to this board.

Employees in grades 6-9 of the Professional Service and grades 13-16 in the CAF Service are not rated.

The following are Civil Service rules of eligibility for salary increases:

1. An employee having a final rating of Excellent or Very Good is eligible for salary increase

CLASSIFICATION SYMBOLS		
Service	Grade	Class

SERVICE RATING FORM

(Read instructions on back of this form)

Check one:

Supervisory ----- ☐

Nonsupervisory ----- ☐

Name ----- Department -----

(Bureau) (Division) (Section) (Subsection)

On lines below
mark employee:
✓ if neither strong
nor weak point.
- if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:

1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

- (a) Acceptability of work; thoroughness
- (b) General dependability; accuracy.
- (c) Neatness and orderliness of work.
- (d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.
- (e) *Effectiveness in getting good work done by his unit.*

Rating
Officer

Reviewing
Officer

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

- (a) Amount of work accomplished.
- (b) Application of time, interest, and energy to duties; industry.
- (c) Promptness in completing assignments; speed.
- (d) -----
(State any other elements of this class considered)
- (e) *Effectiveness in securing adequate output from his unit.*

III. QUALIFICATIONS SHOWN ON JOB

- (a) Knowledge of duties and related information.
- (b) Ability to learn and to profit from experience.
- (c) Judgment, sense of proportion, common sense.
- (d) Initiative and resourcefulness.
- (e) Cooperativeness; ability to work with and for others.
- (f) -----
(State any other elements of this class considered)
- (g) *Effectiveness in developing and training employees.*
- (Custodial only) Ability to perform such physical work as the job requires.

Sum of ratings . . . -----

Rated by -----
(Rating officer) (Date)

Report to employee -----

Reviewed by -----
(Reviewing officer) (Date)

On the whole, do you consider
the deportment and attitude
of this employee toward his
work to be satisfactory? . . .
(Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
3 - 7	Excellent.	Promotable within grade if below top salary.
8 - 13	Very Good.	Promotable within grade if below top salary.
14 - 19	Good.	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.*
20 - 24	Fair.	Reduce one step if above middle salary.*
25 - 30	Unsatisfactory.	Dismiss from present position.

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet, regarding the employee's deportment and attitude, has been answered "No" or "Fairly so." In such a case give here a full statement of the particulars in which the employee's conduct has been unsatisfactory.)

(Rating officer)

INSTRUCTIONS TO RATING OFFICERS

1. Compare the qualifications and performance of each employee, as demonstrated by his work, with the actual needs of the position, considering the conditions under which the work must be done. Beginning with the lowest grade (CAF-1, P-1, SP-1, Cu-1, or CM-1), rate each series of classes (such as Junior Stenographer, CAF-2, Senior Stenographer, CAF-3, etc.) as a separate group. Keep in mind reasonable standards of performance for the various grades. The same rating standards should be applied to all competing employees in the same grade, irrespective of the fact that some may be receiving compensation at the minimum pay rate of the grade and others at higher rates.

2. The elements (a), (b), (c), etc., listed under each title (I, II, III) are not of equal importance. Underline the elements which are especially important in the position.

3. If the performance of an employee is neither strong nor weak with respect to an element, put a check mark (✓) on the line at the left of the element; if weak, a minus (—); if strong, a plus (+).

Differentiate carefully among the several elements. Extreme care should be taken to avoid basing all marks on some one strong or weak characteristic of the employee. A person who deserves a plus or minus on one element does not necessarily merit the same mark on all elements.

4. If in your judgment the employee is *excellent* on "I. Quality of Performance", indicate this by 1 or 2 in the box at the right;
if very good----- by 3 or 4 if fair----- by 7 or 8
if good----- by 5 or 6 if unsatisfactory----- by 9 or 10

Indicate your ratings on titles II and III in the same manner.

The numerical ratings on the titles (I, II, and III) are not derived by a mechanical summary of the element marks, but depend on the best judgment of the rating officer as to how well the employee meets the broader requirements of the position. This judgment is assisted by the element marks, but is not rigidly determined by them. These marks insure that the employee's performance on the elements which affect Quality of Performance, Productiveness, and Qualifications Shown on the Job will be considered.

5. The rating to be reported to the employee by the board of review is the adjective corresponding to "Sum of ratings" on I, II, and III, as given in the table at the bottom of the rating form.

6. Marks and ratings should first be made lightly with pencil. After all your employees have been rated, compare and consider the marks and ratings assigned to the various employees in the same classes, make any necessary alterations, and indicate the marks and ratings in black ink.

7. The name of an employee rated on a service of less than 90 days should be followed by the notation, "Less than 90 days."

8. The question on deportment should be answered "Yes", "No", or "Fairly so." If the answer is "No" or "Fairly so", it should be explained in the space provided above. Rating officers should not allow unsatisfactory conduct to influence marks or ratings, except as it may actually affect an employee's performance on some specific element or elements.

9. Complete the ratings promptly. Submit the signed and dated rating forms to the reviewing officer.

INSTRUCTIONS TO REVIEWING OFFICERS

1. Compare the marks and ratings assigned by the different rating officers under your supervision, noting such corrections as may be necessary to secure reasonable uniformity of standards and accuracy in the marks and in the ratings.

2. Make corrections with red ink, but do not cross out or erase the marks or ratings made by the rating officer. Before any marks or ratings are changed discuss them with the rating officer.

3. Submit the signed and dated rating forms to the board of review promptly.

CLASSIFICATION SYMBOLS		
Service	Grade	Class

SERVICE RATING FORM

(Read instructions on back of this form)

Check one:

Supervisory ----- ☐

Nonsupervisory ----- ☐

Name ----- Department -----

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(Section)

(Subsection)

On lines below
mark employee:

✓ if neither strong
nor weak point.
- if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:

1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

- (a) Thoroughness; adequacy of results.
- (b) General dependability; accuracy of results.
- (c) Technical skill with which the important procedures or instruments are employed in performing his duties.
- (d) Original contributions to method or knowledge.
- (e) *Effectiveness in getting good work done by his unit.*

Rating
Officer

Reviewing
Officer

II. PRODUCTIVENESS

- (a) Amount of work accomplished.
- (b) Application of energy, interest, and technical resources to duties; industry.
- (c) Effectiveness in planning so as to utilize time to best advantage.
- (d) Completing assignments; making progress on assigned projects.
- (e) Composing adequate reports or other required writings.
- (f) -----
(State any other elements of this class considered)
- (g) *Effectiveness in securing adequate output from his unit.*

III. QUALIFICATIONS SHOWN ON JOB

- (a) Knowledge of particular field of work and of the fundamentals on which it is based.
- (b) Analytical ability; constructive reasoning in the field of specialization.
- (c) Scientific or professional attitude; fairness, freedom from bias.
- (d) Judgment, sense of proportion, common sense.
- (e) Initiative, resourcefulness; ability to grow.
- (f) Cooperativeness; ability to work with and for others.
- (g) -----
(State any other elements of this class considered)
- (h) *Effectiveness in developing and training employees.*

Sum of ratings . . . -----

Rated by -----
(Rating officer) (Date)

Reviewed by -----
(Reviewing officer) (Date)

Report to employee

On the whole, do you consider
the deportment and attitude
of this employee toward his
work to be satisfactory? . . .

(Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
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25 - 30	Unsatisfactory.	Dismiss from present position.

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet, regarding the employee's deportment and attitude, has been answered "No" or "Fairly so." In such a case give here a full statement of the particulars in which the employee's conduct has been unsatisfactory.)

(Rating officer)

INSTRUCTIONS TO RATING OFFICERS

1. Compare the qualifications and performance of each employee, as demonstrated by his work, with the actual needs of the position, considering the conditions under which the work must be done. Beginning with the lowest grade (CAF-1, P-1, SP-1, Cu-1, or CM-1), rate each series of classes (such as Junior Stenographer, CAF-2, Senior Stenographer, CAF-3, etc.) as a separate group. Keep in mind reasonable standards of performance for the various grades. The same rating standards should be applied to all competing employees in the same grade, irrespective of the fact that some may be receiving compensation at the minimum pay rate of the grade and others at higher rates.

2. The elements (a), (b), (c), etc., listed under each title (I, II, III) are not of equal importance. Underline the elements which are especially important in the position.

3. If the performance of an employee is neither strong nor weak with respect to an element, put a check mark (✓) on the line at the left of the element; if weak, a minus (−); if strong, a plus (+).

Differentiate carefully among the several elements. Extreme care should be taken to avoid basing all marks on some one strong or weak characteristic of the employee. A person who deserves a plus or minus on one element does not necessarily merit the same mark on all elements.

4. If in your judgment the employee is *excellent* on "I. Quality of Performance", indicate this by 1 or 2 in the box at the right;
if very good..... by 3 or 4 if fair..... by 7 or 8
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Indicate your ratings on titles II and III in the same manner.

The numerical ratings on the titles (I, II, and III) are not derived by a mechanical summary of the element marks, but depend on the best judgment of the rating officer as to how well the employee meets the broader requirements of the position. This judgment is assisted by the element marks, but is not rigidly determined by them. These marks insure that the employee's performance on the elements which affect Quality of Performance, Productiveness, and Qualifications Shown on the Job will be considered.

5. The rating to be reported to the employee by the board of review is the adjective corresponding to "Sum of ratings" on I, II, and III, as given in the table at the bottom of the rating form.

6. Marks and ratings should first be made lightly with pencil. After all your employees have been rated, compare and consider the marks and ratings assigned to the various employees in the same classes, make any necessary alterations, and indicate the marks and ratings in black ink.

7. The name of an employee rated on a service of less than 90 days should be followed by the notation, "Less than 90 days."

8. The question on deportment should be answered "Yes", "No", or "Fairly so." If the answer is "No" or "Fairly so", it should be explained in the space provided above. Rating officers should not allow unsatisfactory conduct to influence marks or ratings, except as it may actually affect an employee's performance on some specific element or elements.

9. Complete the ratings promptly. Submit the signed and dated rating forms to the reviewing officer.

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2. Make corrections with red ink, but do not cross out or erase the marks or ratings made by the rating officer. Before any marks or ratings are changed discuss them with the rating officer.

3. Submit the signed and dated rating forms to the board of review promptly.

within the grade if he is not receiving the maximum for his grade.

2. An employee having a final rating of Good is eligible for a salary increase up to but not beyond the middle salary rate of his grade, but if he is already receiving a salary higher than the middle rate, he is not subject to a salary reduction on that account.
3. For CU-2 and CU-3 the 4th salary step is considered the middle rate.

The following are rules for salary reductions, demotions, or dismissals, based on service rating results:

1. An employee whose final rating is Unsatisfactory cannot continue in the same assignment. He must be reassigned to a lower grade, with a salary not in excess of the middle salary in that grade, or, if there is no suitable vacancy in a lower grade, he must be separated from the service for inefficiency.
2. An employee whose final rating is Fair and who is receiving a salary above the middle rate of his grade will be demoted one salary step, but if he is receiving a salary equal to or below the middle rate, he is not subject to a reduction on that account.
3. Any action of this type requires the approval of the Civil Service Commission. The employee has an opportunity to appeal such action.

E. CLASSIFICATION

Classes of Service

P stands for the professional service, and includes such professional classifications as economists, lawyers, engineers, physicians.

CAF is the clerical administrative, and fiscal service; it includes typists, clerks, stenographers, people holding administrative positions, accountants, auditors, etc.

SP is the sub-professional service; it includes engineering aides, laboratory assistants, technical draftsmen, etc.

CU is the custodial service; it includes messengers, guards, janitors, etc.

Rules Governing Classification

Classification is made of the job, and not of the individual who holds the job.

Classification is based primarily upon the training necessary to fill the job, the difficulties of the duties performed, and the degree of responsibility resting on the person in the job. Standards are set up by the Civil Service Commission, and are adhered to in classification. For example, all the stenographers in CAF-2 -- whether in REA or in other Civil Service agencies -- have approximately the same degree of responsibility and require equal standards of training and experience, even though their individual duties may be of different kinds.

When the duties and responsibilities of a job change materially, the job may be reclassified and allocated to a new grade, if such new allocation is found to be justified. An individual may request a survey of his job either directly or through his superior at any time.

The Civil Service Commission allocates positions and the organization must abide by the decision. Subsequent difference of opinion as to grade can be discussed through a formal appeal to the Commission by the organization or by the individual involved.

CLASSIFICATION

P	CAF	<u>SALARY</u>						<u>SCHEDULE</u>	SP	CU
		600	660	720	780	840				1
		1,020	1,080	1,140	1,200	1,260	1,320	1,380	1	
		1,080	1,140	1,200	1,260	1,320	1,380			2
		1,200	1,260	1,320	1,380	1,440	1,500			3
1		1,260	1,320	1,380	1,440	1,500	1,560	1,620	2	
		1,320	1,380	1,440	1,500	1,560	1,620	1,680		4
2		1,440	1,500	1,560	1,620	1,680	1,740	1,800	3	
		1,500	1,560	1,620	1,680	1,740	1,800	1,860		5
3		1,620	1,680	1,740	1,800	1,860	1,920	1,980	4	
		1,680	1,740	1,800	1,860	1,920	1,980	2,040		6
4		1,800	1,860	1,920	1,980	2,040	2,100	2,160	5	
		1,860	1,920	1,980	2,040	2,100	2,200	2,300		7
1	5	2,000	2,100	2,200	2,300	2,400	2,500	2,600	6	8
	6	2,300	2,400	2,500	2,600	2,700	2,800	2,900	7	9
2	7	2,600	2,700	2,800	2,900	3,000	3,100	3,200	8	10
	8	2,900	3,000	3,100	3,200	3,300	3,400	3,500		
3	9	3,200	3,300	3,400	3,500	3,600	3,700	3,800		
	10	3,500	3,600	3,700	3,800	3,900	4,000	4,100		
4	11	3,800	4,000	4,200	4,400	4,600				
5	12	4,600	4,800	5,000	5,200	5,400				
6	13	5,600	5,800	6,000	6,200	6,400				
7	14	6,500	7,000	7,500						
8	15	8,000	8,500	9,000						

This is the salary schedule for Civil Service positions. The average salary of all people in one grade in any agency must not exceed the middle of that grade on the schedule. For example, the average salary of all persons in REA, classified in CAF-2 (\$1440-\$1800) must not exceed \$1,620, the middle salary of that grade.

Each grade has the salary range indicated above. An employee must be paid at least the minimum of his grade and may not be paid more than the maximum.

F. RETIREMENT

All REA Civil Service employees come under the provisions of the Retirement Act. Therefore, $3\frac{1}{2}\%$ of each pay check is automatically deducted for the Retirement Fund. This retirement deduction is divided into two parts. The part called "tontine" is made up of \$1 a month regardless of the individual's salary. The other part, called the "individual account" consists of the $3\frac{1}{2}\%$ deduction minus tontine. It accumulates with compound interest at the rate of 4% during the time of retirement deduction.

Government employees who attain Civil Service status and remain in the service will reach retirement age at 70. Retirement at this age (provided 15 years of service have been completed) is automatic, and the period of employment may be extended only by executive order of the President. An employee with a 30 year service record may choose optional retirement when he reaches the age of 68.

Upon reaching the retirement age the employee will receive an annuity, terminated only by death.

He may choose what is known as a non-forfeiture life annuity, or a forfeiture annuity. The former plan provides that in case there is any balance left in the employee's individual account at his death, it goes to his estate, while the latter provides that any unexpended balance in the account is forfeited upon death. The latter plan, however, provides a slightly larger annuity to the employee during the time he receives it.

In case of involuntary separation at the age of 55 or more for reasons other than delinquency or misconduct, and after 15 years service, the employee may choose:

1. Total amount of semi-monthly deductions from pay plus interest at 4% compounded annually; or
2. Immediate life annuity based on Civil Service computations. (At the age of 55, this annuity is approximately 48% of the amount it would be at 70); or
3. Deferred annuity beginning at 70.

If the employee is involuntarily separated between the ages of 45 and 55 he may choose either Plan 1 or Plan 3.

In case of resignation or separation from the service with cause, the employee will receive the amount in his individual account.

The tontine fund will not be refunded. If he wishes, the employee may leave the account with the Commission, but it will not accrue interest while he is not in government service.

The tontine fund is returned with the individual account in all other cases - involuntary separation without fault of the employee, death before annuity begins, or when the employee becomes legally incompetent.

In case of death before retirement, the total amount of the deductions plus 4% interest compounded annually is paid to the beneficiary, or if none is designated, to the estate.

Deposit and Redeposit

Deposit

"Deposit" is the purchase of credit for years of service rendered either the Federal Government or the District of Columbia government after 1920 for which deductions were not taken because the employee did not come under the authority and scope of the Retirement Act. He may make deposit by paying $2\frac{1}{2}\%$ of his salary plus 4% interest compounded annually for his years of service between 1920 and 1926, and by paying $3\frac{1}{2}\%$ plus interest for service rendered between 1926 and the present date. Interest will not be charged for years during which the employee was not working for either the Federal or the District of Columbia government. The previous government service of the employee does not have to be consecutive, and the payments may be made in installments. If an employee desires to purchase any credit for past service by making the deposit, he must purchase it for the entire length of time that he had been employed by one of the two governments after 1920. It is not mandatory that he purchase credit by making deposit; the matter lies with his own discretion.

Redeposit

"Redeposit" is the return to the retirement fund of amounts previously deducted from the employee's salary but returned to him when he left the service. A person reemployed by an agency whose employees are subject to the Retirement Act, as are the Civil Service employees of REA, must redeposit all retirement deductions refunded to him, if he desires to be eligible for an annuity at the time of his retirement. The employee need not make redeposit unless he wishes, but he is not eligible for an annuity unless he does so.

Annuity Table

The table on the following page shows how the annuity plan works. The "fixed salary" is the average salary over the number of years that the employee has been subject to the retirement deduction. "Accumulations" are the total amount the employee has paid in retirement fund deductions, less the tontine charge of \$1 per month, plus 4% compound interest. The "employee annuity" is the amount which the employee's own contributions through deductions from his salary have purchased for him. The difference between "total benefit" and "employee annuity" is the amount which the government grants to him each year after his retirement. The grant plus his own purchased annuity is the total which he receives each year after retirement, that is, the "total benefit". The table is recalculated from time to time.

Disability

An employee who has been in the service at least 5 years and who becomes totally disabled for useful and efficient service in his grade by reason of disease or injury not due to vicious habits, intemperance, or willful misconduct may be retired on an annuity computed in accordance with retirement regulations. He or the head of his division may file the claim. A medical officer designated by the Civil Service Commission examines him, and the Commission must approve the claim. The employee must appear annually for reexamination. In the event of recovery, a payment may be extended not more than 90 days to enable the annuitant to look for another position. In the event of his recovery, the government is not obligated to rehire the employee.

Under the statute a sick or disabled employee loses all right to disability annuity unless he executes his application for disability annuity before separation from the service or within 6 months thereafter. If an employee having 5 years or more of allowable service becomes disabled, he should not resign until his rights under the retirement law have been determined.

Years of service

Fixed salary	15	20	25	30	35	40	45	50
\$1,260 (Accumulations-----)	\$655.66	\$975.06	\$1,363.66	\$1,836.44	\$2,411.67	\$3,111.51	\$3,962.98	\$4,998.93
(Employee annuity----	67.82	100.85	141.05	189.95	249.45	321.84	409.91	517.06
(Total benefit-----)	517.82	700.85	891.05	1,089.95	1,149.45	1,221.84	1,309.91	1,417.06
\$1,440 (Accumulations-----)	784.33	1,166.41	1,631.27	2,196.85	2,884.96	3,722.15	4,740.72	5,979.97
(Employee annuity----	81.13	120.65	168.73	227.23	298.40	385.00	490.35	618.53
(Total benefit-----)	*540.00	720.65	918.73	1,127.23	1,198.40	1,285.00	1,390.35	1,518.53
\$1,620 (Accumulations-----)	913.00	1,357.77	1,898.89	2,557.25	3,358.25	4,332.78	5,518.45	6,961.01
(Employee annuity----	94.44	140.44	196.41	264.51	347.36	448.16	570.80	720.00
(Total benefit-----)	*600.00	*800.00	*1,000.00	*1,200.00	1,247.36	1,348.16	1,470.80	1,620.00
\$2,000 (Accumulations-----)	1,184.64	1,761.74	2,463.86	3,318.10	4,357.41	5,621.90	7,160.34	9,032.09
(Employee annuity----	122.53	182.22	254.85	343.20	450.70	581.50	740.62	934.23
(Total benefit-----)	*600.00	*800.00	1,004.85	1,243.20	1,350.70	1,481.50	1,640.62	1,834.23
\$2,600 (Accumulations-----)	1,613.55	2,399.59	3,355.92	4,519.44	5,935.05	7,657.35	9,752.79	12,302.22
(Employee annuity----	166.90	248.20	347.12	467.46	613.89	792.03	1,008.77	1,272.47
(Total benefit-----)	616.90	848.20	1,097.12	1,367.46	1,513.89	1,692.03	1,908.77	2,172.47
\$3,200 (Accumulations-----)	2,042.45	3,037.44	4,247.97	5,720.78	7,512.68	9,692.79	12,345.24	15,572.35
(Employee annuity----	211.26	314.17	439.38	591.72	777.07	1,002.56	1,276.92	1,610.71
(Total benefit-----)	661.26	914.17	1,189.38	1,491.72	1,677.07	1,902.56	2,176.92	2,510.71
\$3,800 (Accumulations-----)	2,471.36	3,675.28	5,140.03	6,922.12	9,090.31	11,728.24	14,937.69	18,842.48
(Employee annuity----	255.62	380.15	531.65	715.98	940.25	1,213.10	1,545.06	1,948.95
(Total benefit-----)	705.62	980.15	1,281.65	1,615.98	1,840.25	2,113.10	2,445.06	2,848.95
\$4,600 (Accumulations-----)	3,043.23	4,525.75	6,329.44	8,523.91	11,193.82	14,442.17	18,394.30	23,202.65
(Employee annuity----	314.77	468.12	654.68	881.66	1,157.82	1,493.81	1,902.60	2,399.94
(Total benefit-----)	764.77	1,068.12	1,404.68	1,781.66	2,057.82	2,393.81	2,802.60	3,299.94
\$5,600 (Accumulations-----)	3,758.08	5,588.83	7,816.20	10,526.14	13,823.21	17,834.58	22,715.05	28,652.87
(Employee annuity----	388.71	578.08	808.46	1,088.76	1,429.79	1,844.70	2,349.51	2,963.68
(Total benefit-----)	838.71	1,178.08	1,558.46	1,988.76	2,329.79	2,744.70	3,249.51	3,863.68

* Total benefits computed by plan 2.

This table is based on Plan 1, the male nonforfeiture plan. Women cannot purchase quite so much annuity with their individual accounts because the actuary rates show that they live a little longer. Actuary rates may change from time to time, and computation is made by the Commission on each individual account whenever it is necessary.

